



# **Case Study: Coultershaw Heritage Site and Beam Pump**

In the heart of the South Downs near Petworth, Coultershaw Heritage Site includes a waterwheel, 18th century water pump, 21st century water turbine and historic buildings set around a mill pond.

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## Booking your visit

If you are a school or group planning to visit, please remember to book in advance, even if you are doing your own activities. Our lease and planning permission allows for pre-booked visits to take place on any day of the week, but any unbooked groups will **not** be granted access.

We have a maximum number of 30 children that we can safely accommodate at any one time. For a booking form contact [learning@coultershaw.co.uk](mailto:learning@coultershaw.co.uk) or download via [www.coultershaw.co.uk](http://www.coultershaw.co.uk).

## Cost of your visit

School groups (up to 30 children) per self-led visit:

Whole day £50

Half-day £35

School groups (up to 30 children) per guided visit:

Whole day £60

Half-day £45

Payment is made on the day of the visit and can be in cash or by cheque. Receipts can be issued if requested on the booking form.

**When a booking has been confirmed you will be sent the phone number of your Coultershaw contact who will ensure that the visit goes smoothly. Please note, however, this is a voluntary organisation without paid staff and limited opening.**

## Preliminary Visits

Coultershaw Heritage Site offers FREE preliminary visits for all group leaders and we strongly recommend that a preliminary visit is carried out, when we are open to the public, prior to each time you bring a group. This will enable you to become familiar with the site (and see what changes may have occurred since your last visit), assess any potential risks your group may encounter. A downloadable map of the site is available on the website: [www.coultershaw.co.uk/learning](http://www.coultershaw.co.uk/learning).

## What we offer

### Self-led visits

You can arrange with us a self-led visit. Supporting information and documents can be downloaded from [www.coultershaw.co.uk/learning](http://www.coultershaw.co.uk/learning) to help you deliver this, and education volunteers can be on hand to assist.

### Coultershaw-led visits

Explore Coultershaw is a cross-curricular whole or half-day session that supports primary schools to discover and learn about the history, nature and geography of the site. A flexible and adaptable programme of activities it can be tailored to your requirements. It is led by our education volunteers and supported by the volunteer stewards.

## What to bring

### Clothing

We are an open-air site and students should come dressed appropriately.

- ✓ Clothes appropriate for the weather and outdoors activities
- ✓ Strong footwear or wellington boots
- ✓ Waterproof and warm clothing at any time of year (layers of clothes are easier to manage)
- ✓ Sun hats and sunscreen in the summer

### Staff

- ✓ A first aid kit for each class
- ✓ Optional; Camera, mobile phone, disposable gloves, name labels, wipes

### Students

- ✓ Packed lunch and water bottle, preferably in a rucksack
- ✓ Plastic bag for sitting on

### Additional equipment

- ✓ Paper and pencils
- ✓ If visiting for a self-led session the class teacher should bring the copies of the worksheets and recording sheets etc. These are downloadable from our website [www.coultershaw.co.uk/learning/](http://www.coultershaw.co.uk/learning/).

## Staff numbers and group sizes

Every effort has been made to make Coultershaw Heritage Site a safe environment for visitors but we request that groups are adequately supervised and that students move about the site in a safe and orderly manner.

We require a minimum of 2 adults per 16 students.

Volunteer Educators will lead your group, but please note the overall responsibility lies with the school's lead teacher.

## Risk Assessment

### Health and Safety

We take the safety of our visitors very seriously – all activities have been risk assessed. However, it is the school's responsibility to carry out a risk assessment prior to your visit. There is always a member of Coultershaw staff that has received first aid training on site but **please note that the responsibility for your class remains with the school/college staff and we ask that you equip each field teaching class with a basic first aid kit. Please provide first aid cover in line with your school's off-site visit policy.** If any of the students have any special needs then please let us know in advance. A mobile phone per group would be useful but not essential. Coultershaw Heritage Site has public liability insurance. The Educational Activities Risk Assessment is on our webpage.

# Information for schools



## Access

The paths around the site are not fully accessible and they may become less usable by those with mobility impairments in poor weather. All the buildings are accessible for those with impaired mobility. The lower floor of Pump House is sadly not accessible for wheelchair users.

Please note visitors must keep to the paths indicated on the site map. The driveway between the Warehouse and the Pump House is private and can only be used by coaches to access the Warehouse coach park.

## Address

Coultershaw Bridge, Petworth, West Sussex GU28 0TE

## Travel arrangements

Coach parking is located by the Warehouse. On arrival at the site the coach will be met by a volunteer and be guided to the Warehouse coach park.

## Facilities

All groups start, and finish, at the learning centre (located in the Warehouse) which has a fully accessible toilet, and a classroom space for up to 30 students. Please note that there are no toilets on the nature trail.

We ask that all rubbish is taken away.

If the weather is wet the Warehouse can be used to eat lunch, otherwise chairs can be taken to the space just outside the Warehouse.

## Cancellation

If you need to cancel please give a two weeks notice if possible. Where a late cancellation happens and a volunteer has travelled to the site to meet the group, the visit fee will be payable.

In the event of inclement weather we have sufficient wet weather facilities to ensure that visits can go ahead with an agreed adaptation to the programme. Very occasionally the rivers day programme can be affected by significant rainfall and particularly high water levels; however the programme can be adapted accordingly.

## Contact

Email: [learning@coultershaw.co.uk](mailto:learning@coultershaw.co.uk)

# Plan of Day



Suggested plan for fieldwork day for class of c30 children

## **10.00 School arrives**

Coultershaw volunteer will have met coach at top of track to direct to Warehouse.

## **10.30 Explore History**

A visit to the Pump House and the Engine House in small groups to explore the history of Coultershaw. Coultershaw volunteers will be on hand to give a short talk and demonstration in each building. Students will have the opportunity to ask questions and try out hands-on activities.

## **11.15 Explore Nature**

Working in small groups doing practical activities, the students will have the chance to discover and find out about some of the wildlife including minibeasts, and their habitats around the site.

## **12.15 LUNCH**

Back at Warehouse. Wash hands/use of toilets. See the stables.

## **12.45 Explore River**

The groups of students will take part in closely supervised activities by the river, which could include a River Survey recording, a River Speed Investigation and/or a Field Sketch.

## **13.45 Plenary/review**

At Warehouse. Review activities using Learning Outcome poster. What did you see? What did you learn? What did you enjoy? Return to Warehouse for toilets, collect lunch bags, goodbyes.

## **14.15 Depart**

## **Suggested Learning Outcomes based on the new NC 2014 (Geography KS2)**

Children will be able to:

- Use an OS map to locate the River Rother at Coultershaw and identify river features
- Describe key features of the River Rother at Coultershaw (such as meander, flow, slip slope, plunge pool, sluice gate)
- Understand ways the river and site was used by people in the past and in the present
- Use a compass to orientate a field sketch
- Use fieldwork to observe, measure and record these features:
  - River speed by investigation
  - River landscape by sketch and survey
  - Nature and wildlife by following a trail and sampling

## Pre/ Post Visit Ideas



### Pre visit ideas for schools

Locate the site on road atlas/maps. Find the valley of the River Rother.

Look at Coultershaw Beam Pump web site and share information with the class.

Research the history of the site and see how use has changed over time. Make a Time Line.

Discuss the impact people have had on the River Rother here.

PowerPoint for visitors (if available).

### Post visit ideas for schools

Evaluate the river speed experiment.

Calculate river speed averages from class results.

Calculate river speed in metres per second.

Complete/annotate/colour Field Sketches and compare to photographs (if taken).

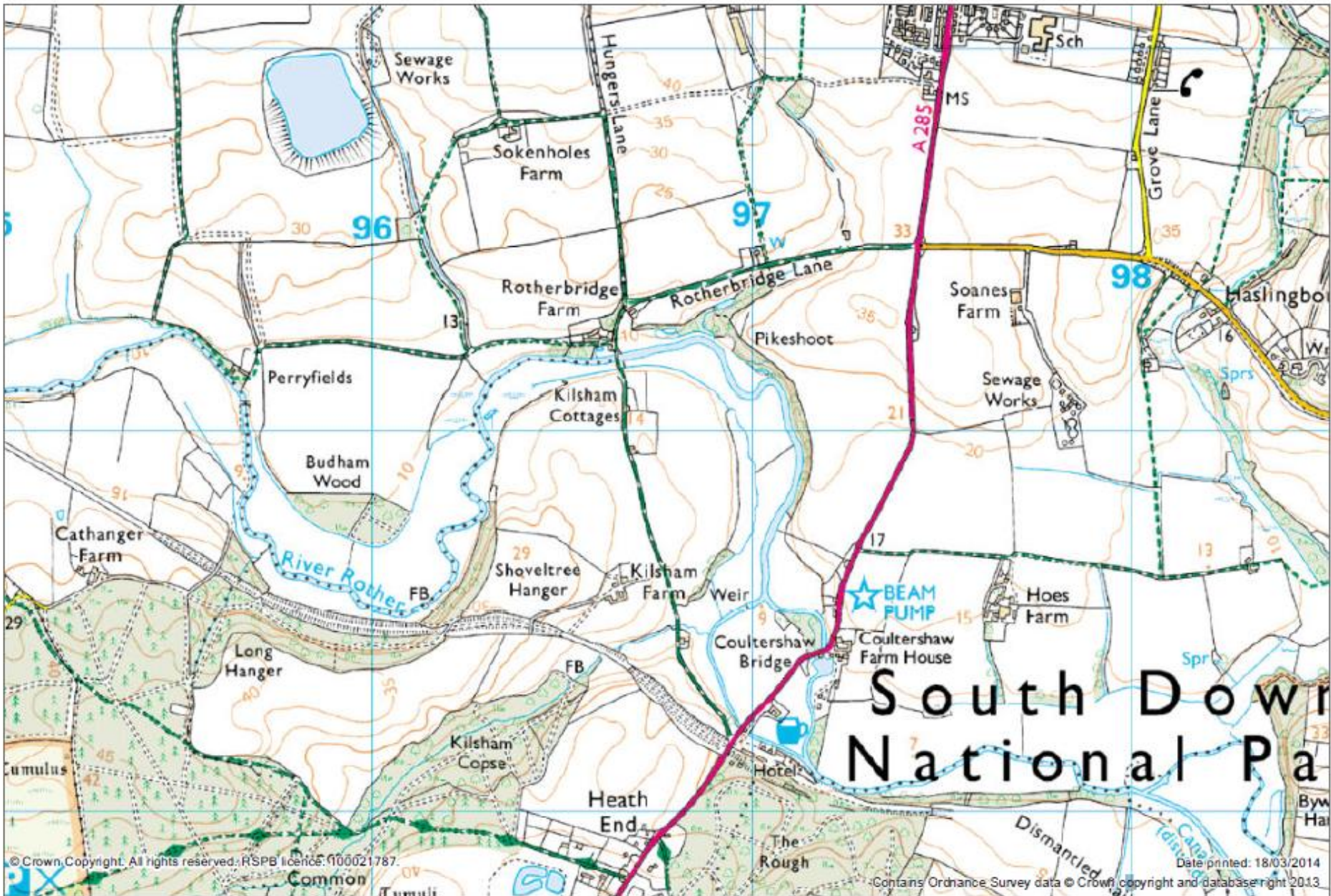
Present Nature finds.

Prepare a Class Big Book about the day.

Research how people have used/use the River Rother in other ways.

Use the River Survey key to draw up a map of the site as whole class activity.

# Map

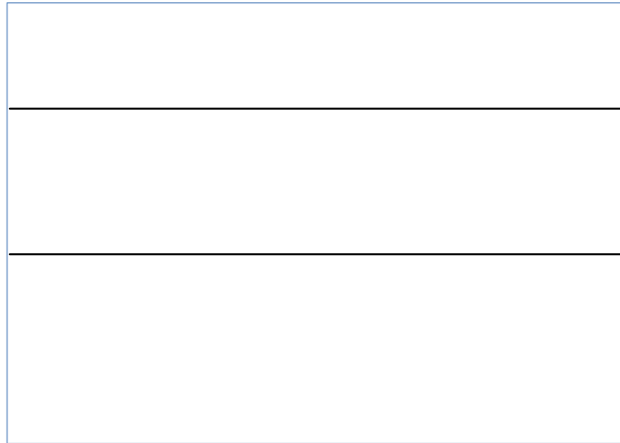




# Field Sketch

The following instructions have been written to support the learning of students visiting Coultershaw Beam Pump.

Draw 2 lines lightly, approximately dividing the page equally into 3 parts.

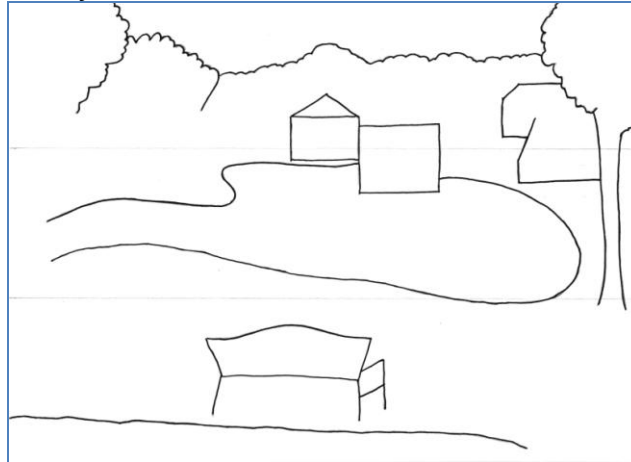


Looking at the landscape view draw in the HORIZON using the top line as a guide. Draw what you can see in the far distance e.g. Hills at the top. Draw things nearest to you at the bottom of your sketch.

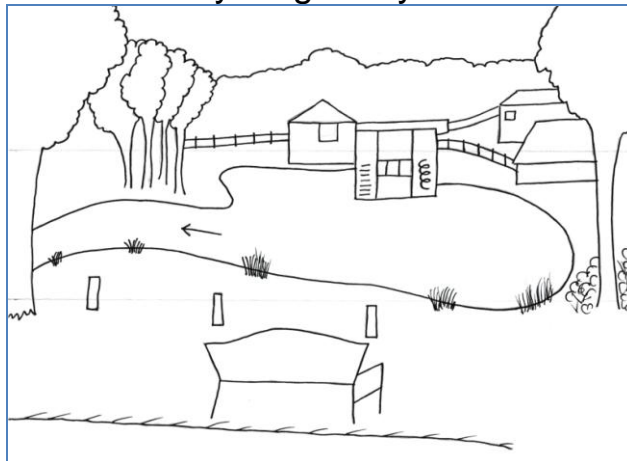


# Field Sketch

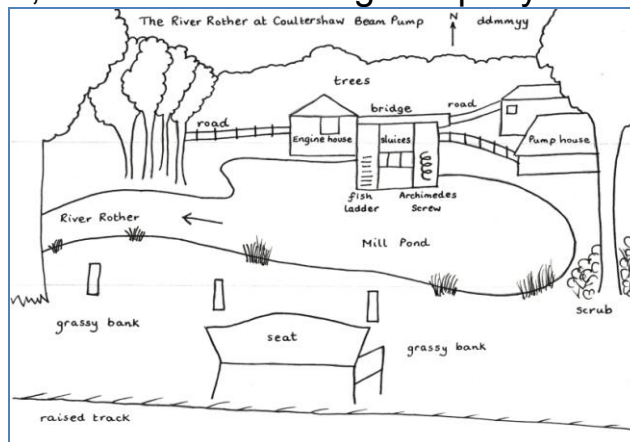
Draw in the “middle ground” downwards from the horizon line. Remember, the nearer something is the more detail you can see.



Draw in anything that you can see!



If it doesn't look like what it should then label it. You can add extra details, such as the place, time, date, weather, direction. Don't forget to put your name on your field sketch.



## Field Sketch

Do you recognise this photo?

Compare this to the field sketch.

Why is the field sketch a really useful way of recording this special place?



# Booking Form



<b>Name of School</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Name of teacher</b>	
<b>Year Group</b>	
<b>Number of pupils</b>	
<b>Preferred date of visit</b>	
<b>Preferred time of visit</b>	<b>Half-day/ full-day</b>
<b>Arrival time</b> <b>Departure time</b>	
<b>Type of visit</b>	<b>Guided / Self-guided</b>

# Booking Form



<b>Activities/topic</b>	
<b>Contact phone number</b>	
<b>Mobile phone contact number for on the day</b>	
<b>Contact email</b>	
<b>Do you require a receipt?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Special requirements</b>	<b>SEN?</b> <b>Mobility?</b>

**Please return this form to:**

Email: [learning@coultershaw.co.uk](mailto:learning@coultershaw.co.uk)

You will be sent a confirmation email to confirm your booking.

# Risk Assessment



<b>Assessment for:</b>		Young people and school pupils visiting Coultershaw Heritage Site. Note that this does not include fire, as this should be assessed in a separate fire risk assessment.	Estimate of Risk L = Likelihood S = Severity O = Overall 1 = Low 2 Medium 3 = High											
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Overall Score</th> <th style="width: 20%;">Level of Risk</th> <th style="width: 60%;">Action Required</th> </tr> </thead> <tbody> <tr> <td>1-2</td> <td>Low</td> <td>Acceptable – No further action needed, but ensure controls are maintained</td> </tr> <tr> <td>3-4</td> <td>Medium</td> <td>Tolerable but look to improve controls, where possible</td> </tr> <tr> <td>6-9</td> <td>High</td> <td>Unacceptable – Take immediate action. Further controls are needed</td> </tr> </tbody> </table>			Overall Score	Level of Risk	Action Required	1-2	Low	Acceptable – No further action needed, but ensure controls are maintained	3-4	Medium	Tolerable but look to improve controls, where possible
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6-9	High	Unacceptable – Take immediate action. Further controls are needed												
<b>Date of assessment</b>	23/5/2014	<b>Assessment review date</b>	January 2015											
<b>Assessment undertaken by:</b>	Elaine Sansom	<b>Position:</b>	Trustee	<b>Approved by: (Trustee)</b>	Robin Wilson, Chairman									

# Risk Assessment



What are the hazards?	Who is affected?	Hazard Present	Risk Level			What further action is necessary to eliminate or control risk?
			L	S	O	
<b>Pump House</b>						
Moving machinery	Children, accompanying adults, volunteers	Y	1	3	3	<p>On arrival, all groups are given a health and safety talk.</p> <p>Barriers and guards in place to prevent access to machinery.</p> <p>Mesh screens isolate machinery from public.</p> <p>All groups of children have a set ratio of adults to children to enable adequate monitoring.</p>
Stairs and steps	Children, accompanying adults, volunteers	Y	1	2	2	<p>On arrival, all groups are given a health and safety talk.</p> <p>Handrails on both sides of stairs</p>
Uneven stone floor	Children, accompanying adults, volunteers	Y	1	1	1	<p>On arrival, all groups are given a health and safety talk.</p> <p>All uneven edges are painted white.</p>
Slippery floor on lower level	Children, accompanying adults, volunteers	Y	1	1	1	<p>On arrival, all groups are given a health and safety talk.</p> <p>All groups advised to wear sturdy footwear or wellies.</p>

# Risk Assessment



Warehouse						
Slips, trips and falls: 1. Classroom furniture 2. Spilt water	Children, accompanying adults, volunteers		1	1	1	On arrival, all groups are given a health and safety talk. Groups informed to proceed with caution. Classroom tidied up after every session. Water mopped up immediately and signs used to warn of wet floor.
Electrical outlets	Children, accompanying adults, volunteers		1	3	3	Electrical outlets have finger guards/plug covers
Craft Materials	Children, accompanying adults, volunteers		1	1	1	Staff/volunteers will be available at all times during the craft sessions, and advise as to the use of craft resources and equipment Supplies will come from suppliers producing child specific resources. Glue and paint will be solvent free. Instructions on containers for glue and paint relating to their use and storage will be followed according to manufacturers instructions. Scissors will be child safety scissors and will be checked to be in good order prior to their use on site at all times.
Engine House						
Slips, trips and falls	Children, accompanying adults, volunteers		1	1	1	On arrival, all groups are given a health and safety talk. Groups informed to proceed with caution.



# Risk Assessment



Interactives	Children, accompanying adults, volunteers		2	1	2	<p>Interactives will be assessed regularly for suitability of continued use and need of maintenance.</p> <p>Instructions will be provided for all interactives</p> <p>On busy open days Engine House will be staffed.</p>
Steps/ramp	Children, accompanying adults, volunteers		1	2	2	<p>On arrival, all groups are given a health and safety talk.</p> <p>Handrails on both sides of steps/ramp.</p>
Low doorway	Children, accompanying adults, volunteers		2	1	2	All groups warned on arrival to be vigilant
<b>Outside</b>						
Wet/muddy/grassy paths and walkways.	Children, accompanying adults, volunteers	Y	2	1	2	<p>All groups warned on arrival to be vigilant</p> <p>All groups advised to wear sturdy footwear or wellies.</p>
Uneven paths and river bank	Children, accompanying adults, volunteers	Y	2	1	2	<p>All groups warned on arrival to be vigilant</p> <p>All groups advised to wear sturdy footwear or wellies.</p>

# Risk Assessment



<p>River (Falling in to)</p>	<p>Children, accompanying adults, volunteers</p>	<p>Y</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>On arrival, all groups are given a health and safety talk.</p> <p>All groups of children have a set ratio of adults to children to enable adequate monitoring.</p> <p>Signs installed at Pump House and Warehouse warning visitors of hazard.</p> <p>All general visitors advised to stay away from river.</p> <p>Children participating in educational visit activities should be supervised by an adult.</p> <p>No paddling at anytime.</p> <p>Lifebuoys installed on riverbank.</p> <p>Fences only erected in some small areas of the riverbank.</p> <p>If river is likely to be high, Coultershaw volunteers are consulted before river is visited.</p> <p>Activity abandoned if river height is too high, Coultershaw staff will assess the height of river and inform school if activity is called off. Activity is planned and evaluated on the bank so that minimum time is spent close to river.</p> <p>All bags are left in the Warehouse.</p> <p>Clear instructions and safety talk is given by Coultershaw volunteer before activity, with close supervision during activity.</p> <p>Throw line is available and Volunteer has been trained in use.</p> <p>Children are spread out along river bank to avoid overcrowding.</p> <p>Children work in groups, each group with a supervising adult.</p> <p>“Line” shown along edge of river bank across which no child may go.</p>
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# Risk Assessment



River (Flooding)	Children, accompanying adults, volunteers	Y	1	3	3	Site will be closed to groups in the event of flooding.
Sluice gates	Children, accompanying adults, volunteers	Y	1	3	3	There is no access for visitors or groups to the sluice gate operating platform. Fences and mesh screens surround the sluices.  High-level barrier installed.  Lifebuoy on riverbank.  Angler's access gated.
Archimedes Screw	Children, accompanying adults, volunteers		1	3	3	On arrival, all groups are given a health and safety talk.  Children are supervised at all times by an adult, with the adult placed at the end of the grill to prevent a child leaning over unprotected section.  Only two children at a time to view.
Plants and Foliage <ul style="list-style-type: none"><li>• Ingestion</li><li>• Inhalation</li><li>• Allergic reaction</li></ul>	Children, accompanying adults, volunteers		1	2	2	Group leaders to warn of specific allergies.  Any group member with specific allergies will need to bring their own medication.  Pre-activity talk by Coultershaw staff includes instructing children not to put their fingers in their mouths after handling plants nor attempt to eat any plants or fruits. Contact with any Ragwort avoided. Advise to wash hands after handling and do not put hands into mouth.

# Risk Assessment



Adverse weather	Children, accompanying adults, volunteers		1	2	2	<p>Site will be closed if weather is severe.</p> <p>Advise sensible clothing. Booking information has advice regarding suitable clothing.</p> <p>Check weather forecasts advise staff/volunteers</p> <p>Ensure shelter available to all.</p> <p>Group leaders should provide sun cream. Drinking water is available.</p> <p>Prolonged exposure to wind/rain or direct sun avoided where practicable.</p> <p>Teaching programme adapted accordingly.</p>
Nettles & Brambles	Children, accompanying adults, volunteers		2	1	2	<p>The site has nettles and brambles, though areas in regular public use are mowed or cleared. All groups warned on arrival to be vigilant.</p>
Litter	Children, accompanying adults, volunteers		1	1	1	<p>Regular litter picking</p> <p>Check area prior to use, particularly for schools or other groups</p>
Vehicles	Children, accompanying adults, volunteers		1	3	3	<p>Vehicles to travel at slow speeds and with hazard lights on.</p> <p>No general public vehicles on site.</p> <p>Visitors not permitted to walk in coach parking area unless embarking or disembarking when they will be supervised</p> <p>Separate coach parking space.</p> <p>Children closely supervised by adults</p>

# Risk Assessment



Water borne and avian diseases E.G. Weils disease and bacteria from birds' faeces	Children, accompanying adults, volunteers		1	2	2	Avoid putting objects that have been in contact with water near mouths. Groups asked to wash hands on entering classroom. No member of the public should be near the water.
Duck and swan attacks	Children, accompanying adults, volunteers		1	2	2	Advise group if birds are particularly territorial -particularly in Springtime. Nest sites will be fenced off.
Accidental encounter with adder/individual steps on unseen adder.	Children, accompanying adults, volunteers		1	3	3	Staff, volunteers and visitors made aware of potential presence of adders. Keep to paths in high risk areas Grass –sweeping etc to avoid known areas of high adder density /hibernacula sites.
Individual attempts to touch/pick up adder	Children, accompanying adults, volunteers		1	3	3	All individuals instructed never to try and touch or pick up a snake.
Contact with dog faeces, or wild animal dropping	Children, accompanying adults, volunteers		1	2	2	Visitors with dogs are given clear instructions to clean up after them. Pre-activity instructions to avoid touching droppings, supervision during activity. Hand cleansing after activity and before eating or drinking
Lost child	Children		1	2	2	Follow Coultershaw lost child procedure.

# Risk Assessment



Hit by falling tree branch	Children, accompanying adults, volunteers		1	3	3	<p>Regular inspection, every 6 months in high use areas and 12 months in low use areas, by Coultershaw volunteers of nature trail, car park and work areas.</p> <p>Education officer/ Field Teachers to be informed of any dangerous trees.</p>
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## Emergency details and other assessments

Is heavy, sustained or repetitive manual handling involved?	No	If YES carry out detailed manual handling assessment
Is the use of hazardous substances involved?	No	If YES ensure current COSHH assessment followed
Are any special groups at risk? (young people, pregnant workers, nursing mother)	No	If YES carry out specific assessment
Is lone working required?	No	
Is PPE needed?	No	

**Safety equipment – Lifebuoys are installed on the river bank and by the Archimedes Screw**

**First aid kit – Located in the Warehouse**

# Risk Assessment



Emergency information must be available.

<p><b>Nearest telephone:</b></p> <p>Mobile: Located in Pump House at reception</p> <p>Landline: Badgers Pub – 400 yards south of Coultershaw Bridge</p>	<p><b>Nearest A&amp;E department:</b></p> <p>Chichester or Worthing</p>	<p><b>Quality of mobile phone reception:</b></p> <p>Poor</p>
<p><b>Access point for emergency services</b></p> <p>Approaching from the north (Petworth).</p> <p>The site is located 1 ½ miles outside Petworth on the A285 on your right-hand side on a sharp bend just before reaching a single lane bridge.</p> <p>Approaching from the south (Chichester).</p> <p>The site is located 12 miles from Chichester on the A285 on your left-hand side immediately after the single lane bridge.</p>	<p><b>Types of access for emergency services</b></p> <p>Normal ✓      4WD ✓      Air X</p>	<p><b>First Aid cover levels</b></p> <p>Schools to provide to required levels</p> <p>Coultershaw Volunteers, where trained, have basic 'First Aid for Adults'.</p> <p><b>Where provided?</b></p> <p>School staff to do First Aid for children.</p> <p>Volunteers to do for themselves.</p> <p>Volunteers to do for children in an emergency.</p>